**Memorandum**

**To:**

**From:**

**Subject: Discussion Memo: Noticing Technical Writing**

**Date:**

**Artifact 1**

The purpose of this artifact is to instruct an unfamiliar faculty member on how to transfer files wirelessly using the program called WS\_FTP Pro. To elaborate, the artifact first goes into detail on what the FTP protocol does as well as how the WS\_FTP Pro program takes advantage of this basic computer protocol. It then outlines how to use the basic functions of the program such as creating an FTP site, uploading files to the site, downloading files from the site, deleting files, and creating directories. The context of this artifact is geared toward staff and faculty who are unfamiliar with the program WS\_FTP Pro. The instructions were meant for beginners who don’t necessarily specialize in file transferring. I believe the artifact successfully communicates its purpose within its context because it not only provides contextual instructions, but also provides pictures to help the reader visualize where everything in the program is and how to properly navigate the program. However, these instructions are old since they relate to a program that works on old outdated windows systems, but as far as properly describing how to use this program in an easy to follow way, I believe this is a great piece of technical writing that accomplishes its goal.

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**Artifact 2**

The purpose of this artifact is first and foremost how to grow homemade potatoes with even the smallest bit of gardening experience. To expand on this idea, the purpose is also to describe the process of successfully harvesting potatoes and the benefits that home grown potatoes give over other supermarket bought potatoes. The potato growing process is split up into 5 steps: prepping the soil, preparing the potatoes, planting the potatoes, maintaining the potatoes, and finally harvesting the potatoes. One can see how even the most inexperienced home gardener can learn how to grow delicious potatoes. The context of this artifact is directed towards home gardeners who have very little experience in the realm of growing potatoes, but also have a little bit of knowledge in the general area of home gardening. I believe the artifact successfully communicates its purpose within its context because it is able to start from a very basic beginning where someone with no experience can quickly latch on to the tutorial and follow the steps with ease. It outlines the 5 basic steps to growing potatoes, and then expands on each step in depth, so that the reader is fully able to understand the process. It also conveys the benefits of growing your own potatoes rather than just buying them from the store. This article I believe is a great example of technical writing and is a great guide when it comes to learning how to write technically.

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**Artifact 3**

The purpose of this artifact is to instruct a person with a basic skill set in sewing to make and install a simple window curtain. To further this idea, the purpose is to give the reader a step by step guide on how to increase the decor of their room in a DIY fashion at a very low cost compared to store bought curtains. The context of this artifact is set for a person interested in the realm of sewing, but don’t have that much experience. However, the artifact assumes that the reader knows how to already use a sewing machine and other basic sewing items including needles, pins, and scissors. They must also have an interest in home decorating. I believe the artifact successfully communicates its purpose within its context because it lays out the entire process of making and installing a home curtain from start to finish in an easy to follow fashion. It gives full list of materials that will be needed to complete the task, so that the reader won't get stuck during any part of the process because of a lack of materials. It then goes into grave detail on each step of the curtain making process. This was done by including sub processes for each main process to make each step perfectly clear and not to confuse the reader during any part of this process.

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